

All About Your School's Public Drive (S:)

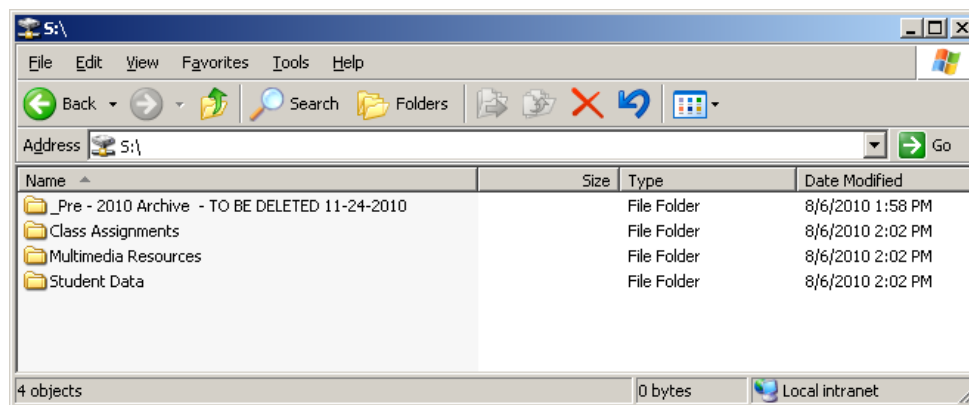
Each school is provided with a shared drive on the server called the Public drive, or S: drive. All school staff members and students have access to this drive.

The purpose of the S: drive is to store files that need to be **SHARED** with students and to store student work. For example: curriculum material, templates, assignments, and student work.

It is not a storage area for:

- Non-educationally related files, including pictures/videos/music
 - These files may not be stored on District servers
- Educational materials that are used by only one person
 - These files should be stored in a person's H:\My Documents or on a personal flash drive

Since the purpose of the S: drive is to support instruction and the sharing of educational material with students, a new structure of folders has been created to help organize files on the S: drive and provide additional security for curriculum files. There are now three main folders at the root level of the S: drive. Please see the example below and the description of each folder's purpose.



➤ **Class Assignments -**

This folder should be used to post students assignments and templates. The folder permissions allow teachers full access, but students have read-only access. This improved security will help prevent instructional material from being accidentally deleted. Within the **Class Assignments** folder there are additional folders to organize the files by grade level, team, or department. Teachers may create additional sub-folders under those folders as needed.

➤ **Multimedia Resources -**

This folder should be used to store multimedia instructional material, e.g. video, audio, or graphic files. The folder permissions allow teachers full access, but students have read-only access. This improved security will help prevent instructional material from being accidentally deleted. Within the **Multimedia Resources** folder there are additional folders to organize the files by grade level, team, or department. Teachers may create additional sub-folders under those folders as needed.

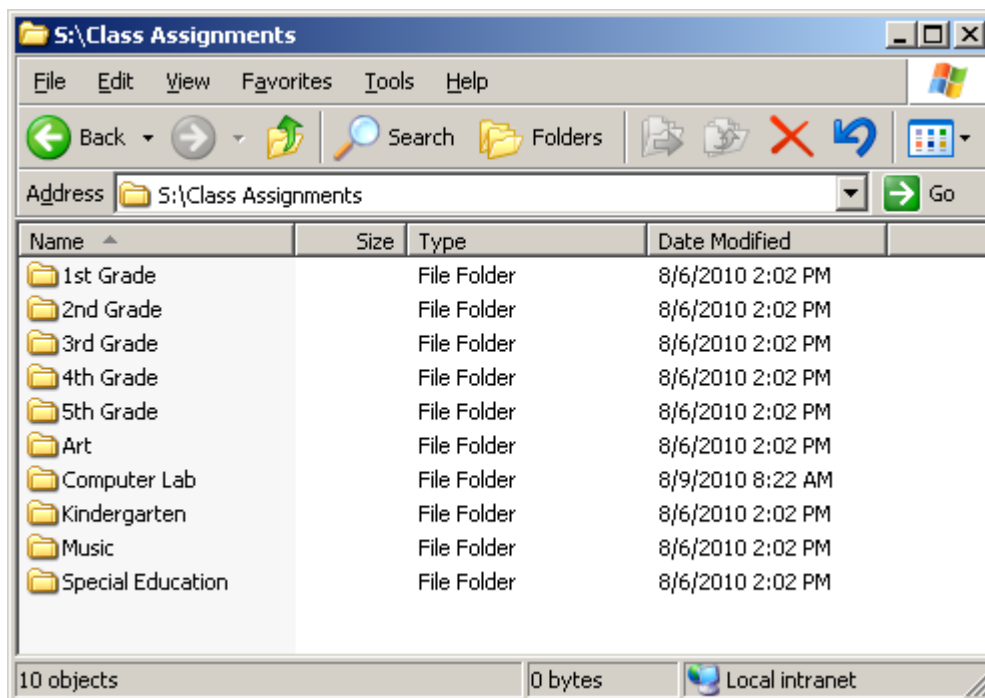
➤ **Student Data -**

This folder is for students to store their work. Folder permissions allow students read and write access. Within the **Student Data** folder there are additional folders to organize the files by grade level, team, or department. Students and teachers may create additional sub-folders under these general folders as needed.

Going forward, any new files that you create for the 2010-11 school year and store on the T: drive in the “Current School Year” folder must meet the district’s guidelines: 1) educationally-related, 2) current and relevant, 3) needs to be shared with other staff.

Note that you may need to create new desktop shortcuts to frequently used files/folders on the T: drive if their location has changed. To create a new shortcut, **right-click** on the file name > click “Send To” > click “Desktop (create shortcut)”.

Sample Elementary School Public S: drive folder structure



Sample Middle School Public S: drive folder structure

